



## Australian Government

### Department of Health and Aged Care

# Play Our Way Program Grant Opportunity Guidelines GOXXXX

Opening date:	[dd mmmm yyyy]
Closing date and time:	2:00pm (Canberra time) on [dd mmmm yyyy]
Commonwealth policy entity:	Department of Health and Aged Care (department)
Administering entity:	Community Grants Hub
Enquiries:	<p>If you have any questions, contact the department via email: <a href="mailto:Grant.ATM@health.gov.au">Grant.ATM@health.gov.au</a></p> <p><b>Questions should be sent no later than 5:00pm (Canberra time) 5 business days before the close date.</b></p>
Type of grant opportunity:	Open Competitive

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## 1. Play Our Way program grant opportunity processes

### **The Play Our Way program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to the department's Outcome 4. The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).



### **The grant opportunity opens**

We publish the grant opportunity guidelines on [GrantConnect](#).



### **Stage One - Expression of Interest (EOI)**

#### **Stream 1: Facilities**

#### **You complete and submit an EOI**

You complete the EOI form, addressing all Stage One eligibility and assessment criteria in order for your application to be considered.



#### **We assess all EOIs**

We assess all EOIs against eligibility criteria. An Assessment Committee will assess applications against the EOI assessment criteria and recommend to the Decision Maker which EOIs should be invited to submit a Stage Two grant application. The Decision Maker then makes a decision on which projects can progress to Stage Two.



#### **We notify you of the outcome**

We advise you of the outcome of your EOI.



### **Stage Two – Grant Application**

#### **Stream 2: Participation and Equipment and Successful EOIs from Stream 1**

#### **You complete and submit a grant application**

You complete the Application Form and address all of the eligibility and assessment criteria to be considered for a grant.



#### **We assess all grant applications**

We assess the applications against eligibility criteria. An Assessment Committee will assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



#### **We make grant recommendations**

The Assessment Committee provides recommendations to the Decision Maker on the merits of each application.



#### **Grant decisions are made**

The Decision Maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and will be proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. The Community Grants Hub manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the grant opportunity**

We evaluate your specific grant activity and the grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## **1.1 Introduction**

These guidelines contain information for the *Play Our Way* grant opportunity.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated, and
- responsibilities and expectations in relation to the opportunity.

## **2. About the grant program**

On 19 August 2023, the Prime Minister; Minister for Finance, Women and the Public Service; and Minister for Aged Care and Sport announced the \$200 million<sup>1</sup> *Play Our Way* program (the program) to promote equitable access, build more suitable facilities, and support grassroots initiatives to engage women and girls<sup>2</sup> in sport and physical activity throughout their lives.

The design of the *Play Our Way* program has been assisted by experts across sport and government, inclusive of an Advisory Panel who have lived experience navigating community sport through to professional sport, supporting *Play Our Way* to address discrimination and inequality and invest in the most needed facilities and programs in the most needed areas.

The media release is available at <https://www.health.gov.au/ministers/the-hon-anika-wells-mp/media/securing-a-sporting-legacy-for-women-and-girls>.

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<sup>1</sup> \$200 million includes Government administration costs.

<sup>2</sup> See glossary for the inclusive approach to the phrase 'women and girls' intended in these guidelines.

The program contributes to the Department of Health and Aged Care's Outcome 4: Sport and Physical Activity, Program 4.1: Sport and Physical Activity.

The *Play Our Way* program will run over three years from 2024-25 to 2026-27.

The objectives of the program are to:

- build and upgrade sport and physical activity facilities to better meet the needs of women and girls, and prioritise equitable and enduring access and use of these facilities for the purposes of women and girls' participation in sport and physical activity
- foster positive experiences for women and girls through quality sport and physical activity participation initiatives, including equipment, that are modern, inclusive, welcoming, safe<sup>3</sup>, and tailored to the needs of women and girls, including those experiencing intersectional disadvantage<sup>4</sup>
- provide enduring programs and initiatives that address barriers for women and girls to participate in sport and physical activity and build a culture of equality, respect and inclusion in sport and physical activity
- address discrimination and inequality that women and girls encounter and provide opportunities to participate in, contribute to, and remain involved in, all aspects of sport and physical activity for life.

The intended outcomes of the program are to decrease the discrimination and inequality women and girls experience through:

- improved sport and physical activity facilities and equipment that are safe, modern, and tailored to meet the needs of women and girls, in the areas where the need is greatest
- increased and sustained access, satisfaction and use of facilities for sport and physical activity that follow universal design principles (including inclusivity and accessibility) for women and girls
- increased participation, retention, engagement and sense of belonging of women and girls in sport and physical activity in the community, with a focus on priority populations<sup>5</sup>, and addressing intersectional disadvantage
- successful delivery of safe, inclusive, quality and sustainable programs and initiatives that promote the engagement of women and girls in sport and physical activity; and create new and innovative opportunities for the community to come together through women and girls' involvement in sport and physical activity.

The program will complement and strengthen existing state and territory government activities to improve facilities for sport and physical activity and increased engagement of women and girls in sport and physical activity; and will not duplicate existing Australian Government-led community infrastructure and participation programs.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

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<sup>3</sup> See glossary for definition of 'safe'

<sup>4</sup> See glossary for definition of 'intersectional disadvantage'

<sup>5</sup> See glossary for definition of 'priority populations'

## 2.1 About the grant opportunity

Funding for this grant opportunity will be made available through two Streams.

### 2.1.1 Stream 1: Facilities

Funding to support modifying, upgrading or building facilities and playing areas or spaces for sport and physical activity, specifically for women and girls that:

- are located where the need is greatest and/or addresses unmet need
- maximises the opportunity for women and girls to participate in sport and physical activity
- are inclusive, safe, accessible, innovative and sustainable, and
- support sustained equitable access (e.g. scheduling and priority) over the short, medium and long term.

Projects may be funded on a single or multi-year basis. The grant amount will be up to 100 per cent of total project costs (noting that co-contributions will provide additional funding to whole-of-project costs), up to the maximum grant amount and only for eligible expenditure. Whilst no minimum co-contribution is required, co-contribution and consortium arrangements are strongly encouraged and, in most instances, required for larger-scale projects, and will be viewed favourably during the grant assessment process.

The Activity will be measured against the below Performance Indicator/s in proportion to grant amount and complexity of the project.

Table 1: Performance Indicators – Stream 1: Facilities

Performance Indicator	Measure
Availability of safe, accessible, inclusive, welcoming facilities for sport and physical activity that meet the need of women and girls	<ul style="list-style-type: none"><li>• Subjective (e.g. participant surveys) assessment of experience and satisfaction with facilities such as feeling:<ul style="list-style-type: none"><li>○ safe, supported, included, and welcome to participate in sport and physical activity</li><li>○ facilities are appropriate for needs</li></ul></li></ul> (Measured before (baseline), during and after project, disaggregated by priority populations <sup>6</sup> and by whether new/existing participants).

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<sup>6</sup> See glossary for definition of 'priority populations'.



Performance Indicator	Measure
Availability and use of facilities for women and girls to participate in sport and physical activity	<ul style="list-style-type: none"> <li>Increased average number of hours of facility use by women and girls (measured before (baseline), during and after project, disaggregated by priority populations)</li> <li>Increased proportion of space (including prioritised space) used by women and girls (measured before (baseline), during and after project, disaggregated by priority populations)</li> <li>Increased number of women and girls participating in sport and physical activity (measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).</li> </ul>

### 2.1.2 Stream 2: Participation and Equipment

Funding to support modifying and/or developing new, sustainable and enduring programs to reduce discrimination and inequality, and increase women and girls' participation in sport and physical activity, that:

- deliver quality experiences for women and girls, where the need is greatest and/or addresses unmet need and/or
- promote increased women and girls' engagement in various sport roles (e.g. coaching and officiating) and/or
- contribute to addressing intersectional disadvantage<sup>7</sup> (e.g. by tailoring engagement strategies for women and girls from priority populations) and/or
- are innovative and overcome barriers to the participation and retention of women and girls in sport and physical activity.

Funding to support new and/or upgraded equipment that:

- enable women and girls to participate in sport and physical activities safely, without fear of judgement, and that are culturally appropriate.

Projects may be funded from any single financial year. Project delivery may occur over a single or multi-year basis. Projects can be for both Participation and Equipment initiatives, or one component only.

The grant amount will be up to 100 per cent of total project costs, up to the maximum grant amount and only for eligible expenditure. No co-contribution is required however co-contribution and consortium arrangements are strongly encouraged and will be viewed favourably during the grant selection process.

The Grant Activity will be measured against the below Performance Indicator/s in proportion to grant amount and complexity of the project.

<sup>7</sup> See glossary for definition of 'intersectional disadvantage'

Table 2: Performance Indicators – Stream 2: Participation and Equipment

Performance Indicator	Measure
Improvements in organisational delivery and participant experience of women and girls in sport and / or physical activity	<ul style="list-style-type: none"> <li>Objective (e.g. organisational reporting) and subjective (e.g. participant surveys) assessments of perceived improvements, experience and satisfaction with, as examples: <ul style="list-style-type: none"> <li>Culture of equality and respect for women and girls including fair and equitable treatment, and access to participation outcomes</li> <li>Equitable representation of women and girls as participants, and across the organisational leadership and governance</li> </ul> </li> </ul> <p>(Measured before (baseline), during and after project, disaggregated by gender as well as priority populations).</p>
Improvement in the quality of programs; and quality of support to access and remain engaged in sport and physical activity	<ul style="list-style-type: none"> <li>Subjective (e.g. participant surveys) assessments of the perceived quality, access/availability of, and experience with, as examples <ul style="list-style-type: none"> <li>sport and physical activity programs</li> <li>equipment and other supports</li> </ul> </li> </ul> <p>(Measured before (baseline), during and after project, disaggregated by priority populations).</p>
Access to sport and physical activity	<ul style="list-style-type: none"> <li>Increased average number of hours women and girls access sport and physical activity, (measured before (baseline), during and after project, disaggregated by priority populations)</li> <li>Increased proportion of space (including prioritised space) used by women and girls (measured before (baseline), during and after project (disaggregated by priority populations)</li> <li>Increased number of women and girls participating in sport and physical activity (measured before (baseline), during and after project, disaggregated by priority populations and by whether new/existing participants).</li> </ul>

Performance Indicator	Measure
Involvement of women and girls across all aspects of sport and physical activity	<ul style="list-style-type: none"> <li>Increased number/percentage of women and girls involved in roles including as Board members, coaches, officials, administrators, participants (measured before (baseline), during and after project, disaggregated by priority populations).</li> </ul>

### 3. Grant amount and grant period

#### 3.1 Grants available

For this grant opportunity a total of up to \$191.8 million is available over three years.

The grant opportunity will run from 1 July 2024 to 30 June 2027.

Funding for this grant opportunity will be split across the two Streams as per Table 3 below.

Table 3: Grant Opportunity Funding Available (GST exclusive)

	2024-25 FY \$ M	2025-26 FY \$ M	2026-27 FY \$ M	Total \$ M
Stream 1: Facilities	60.0	54.0	22.0	136.0
Stream 2: Participation and Equipment	30.0	16.0	9.8	55.8

##### 3.1.1 Stream 1: Facilities

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,500,000 for projects that support new and upgraded facilities, playing areas and spaces for sport and physical activity specifically for women and girls.

For Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7<sup>8</sup>), the maximum will be \$2,000,000 to reflect increased costs in rural and remote areas. Projects may be assessed and offered a lower amount than applied for.

##### 3.1.2 Stream 2: Participation and Equipment

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,000,000 for projects that support modifying and/or developing sustainable and enduring programs to promote women and girls' participation in sport and physical activity, and/or new or upgraded equipment, specifically for women and girls. Projects may be assessed and offered a lower amount than applied for.

<sup>8</sup> The Modified Monash Model (MMM) is how we define whether a location is metropolitan, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

### 3.2 Project period

The maximum grant period is three years.

You must complete your project by 30 June 2027.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

We cannot provide a grant if you receive funding from another Commonwealth government source for the same eligible grant activities.

Each eligible organisation can only submit one application per Stream. Where more than one application is received in each Stream, the latest application received before the closing date and time will be the one assessed.

Please note that lead organisations of consortiums cannot submit a separate application.

### 4.1 Who is eligible to apply for a grant?

Applications are expected from local governments, community organisations, not-for-profits, and sporting organisations.

To be eligible you must be one of the following entity types:

- Indigenous Corporation (*registered under the Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*)
- company
- local government
- cooperative
- incorporated association
- unincorporated association.

If you are applying as a Trustee on behalf of a Trust, the Trustee must have an eligible entity type as listed above.

Applications from consortia are acceptable and encouraged, providing there is a lead organisation that is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above, (see Section 7.3 for further details).

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. Eligible organisations can form a consortium with ineligible organisations, with the exception of those organisations deemed ineligible because they are included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.

### 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply for this grant opportunity if you are an:

- organisation, or your project partner(s) is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- organisation, or your project partner(s) is an organisation, included on the [Workplace Gender Equality Agency website](#) on the non-compliant organisations list
- international entity
- corporate Commonwealth entity

- non-corporate Commonwealth entity
- non-corporate Commonwealth statutory authority
- corporate state or territory entity
- non-corporate state or territory entity
- non-corporate state or territory statutory authority
- sole trader
- statutory entity
- partnership
- person
- school, TAFE, university
- parent and community councils.

#### **4.2.1 Unincorporated Associations**

Non-legal entities such as an Unincorporated Association may be able to receive funding where a legal parent organisation, or a legal entity connected to the Unincorporated Association, can enter into a legally binding agreement on its behalf.

### **4.3 What qualifications, skills or checks are required?**

If you are successful, relevant personnel working on the grant activity must maintain the following qualifications/ skills/ accreditation/ registration/checks:

- Working with Vulnerable People registration (or equivalent)
- Working with Children check.

The department recognises the Australian Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse, and the [Commonwealth Child Safe Framework](#). As such, the department expects that all grant recipients comply with all Australian law relating to employing or engaging people who work or volunteer with children. This includes working with children checks and mandatory reporting; and the department may request an annual statement of compliance with this requirement. If successful, these details will be outlined in the grant agreement.

#### **4.3.1 Stream 1: Facilities**

You are required to be compliant with all relevant laws and regulations. You may also be requested to demonstrate compliance with the following legislation/policies/ industry standards:

- [Australian Building Code](#)
- [National Construction Code](#).

To be eligible for a grant, you must declare in your application that you will comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

You must ensure that the work carried out, where appropriate, is undertaken by licensed and/or properly qualified persons. You must also ensure that works carried out are fit for purpose and comply with the regulatory requirements of the relevant state and territory and local governments.

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

To be eligible, your grant activity must deliver activities directly related to the grant opportunity.

Examples of eligible projects and activities include, but are not limited to:

#### 5.1.1 Stream 1: Facilities

- Construction of new and/or modified facilities, playing areas and spaces for sport and physical activity to make them more inclusive, safe, and accessible, and provide equitable and enduring opportunities for women and girls to train and compete.
- Construction of new and/or upgraded amenities (e.g. change rooms, showers, toilets) at facilities for sport and physical activity that improve access, safety and use by women and girls and are financially sustainable.

#### 5.1.2 Stream 2: Participation and Equipment

- Modification of and/or new participation programs that deliver quality sport and physical activity experiences for women and girls facing disadvantage, particularly those who:
  - are First Nations peoples
  - are culturally and linguistically diverse
  - live with disability
  - reside in regional, rural and remote areas (MMM3-7<sup>9</sup>)
  - reside in a low socioeconomic area and/or
  - identify as belonging to the LGBTIQ+ community.
- Modification of and/or new sport and physical activity programs that provide more opportunities for women and girls to engage across a variety of sport roles (e.g. coaching and officiating).
- Enduring programs that consider and overcome the barriers to sport and physical activity participation among women and girls including:
  - increasing equitable access opportunities for participation
  - flexible program delivery to better meet the needs of women and girls
  - reducing costs associated with sport and physical activity participation
  - building a culture of equality, respect and inclusion in sport and physical activity.
- New and/or upgraded equipment that allows women and girls to participate in sport and physical activity safely, without fear of judgment, and is culturally appropriate.

### 5.2 Eligible expenditure

You will only be allowed to spend the grant on eligible expenditure you have incurred for eligible grant activities.

Eligible expenditure items must be directed to initiatives supporting women and girls' participation in sport and physical activity and could include:

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<sup>9</sup> The Modified Monash Model (MMM) is how we define whether a location is metropolitan, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.

### 5.2.1 Stream 1: Facilities

- Construction-related activities (for example, final design, project management, construction and fit out costs) which occur after the execution of the grant agreement and result in the delivery of the project before 30 June 2027.

### 5.2.2 Stream 2: Participation and Equipment

- Materials and other support reasonably required to modify or create new programs to increase participation and deliver quality sport and physical activity experiences for women and girls, particularly those experiencing intersectional disadvantage.
- Equipment that meets the needs of women and girls to safely participate in sport and physical activity.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The Decision Maker makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date of your grant activity for it to be eligible.

## 5.3 What the grant money cannot be used for

You cannot use the grant for:

### 5.3.1 Stream 1: Facilities

- activities that do not have a primary or exclusive focus towards women and girls
- activities or facilities that are provided on a commercial (for-profit) basis
- activities that have already received government funding and are duplicative in nature
- purchase of land
- projects on private land
- general maintenance of existing facility that is being modified, or future maintenance costs of new facility
- repair of damage that can be covered by insurance
- upgrading or redeveloping public toilet facilities or the maintenance or construction of car parks
- retrospective costs (where projects have already commenced construction or are completed prior to execution of a grant agreement)
- costs incurred in the preparation of a grant application or related documentation, feasibility studies, business cases and masterplans
- projects that do not meet relevant Australian Standards
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- IT equipment including one-off or ongoing fees for use of computer software
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- wages/salaries
- administration costs with the exception of direct external / independent project management costs, limited to 10% of the grant amount requested
- purchasing or leasing of motor vehicles



- travel and accommodation, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

### **5.3.2 Stream 2: Participation and Equipment**

- activities that do not have a primary or exclusive focus towards women and girls
- major capital expenditure, major construction/capital works
- IT equipment, including one-off or ongoing fees for use of computer software that is not directly related to the delivery of grant activities
- design and delivery of websites and other marketing that is not directly related to the delivery of grant activities
- paying ransom for ransomware, cyber-attack or any other type of cybercrime
- administration costs with the exception of direct external / independent project management costs, limited to 10% of the grant amount requested
- retrospective costs where projects have commenced or are completed prior to execution of a grant agreement
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- purchasing of motor vehicles
- international travel and accommodation
- domestic travel and accommodation that is not directly related to the delivery of the grant activities, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## **6. The assessment criteria**

### **6.1 Stream 1: Facilities: Stage One – Expression of Interest**

The application form to submit an EOI will ask you a series of questions about your organisation and proposal.

You must also address the following assessment criteria in your EOI. All criteria below are weighted equally.

The amount of detail you provide in your EOI should be relative to the project size, complexity and grant amount requested. The application form displays size limits for answers.

Only Stage One EOI applications that are assessed as having addressed the assessment criteria and score average or higher for each criterion will be considered for shortlisting to proceed to Stage Two (see Section 8.1 of these guidelines for the Scoring Matrix). The Decision Maker will approve the organisations invited to submit an application under Stage Two. You will be asked to provide more detailed responses and evidence to support your answers.



### **EOI Assessment Criterion 1: What is your project purpose and how much will it cost? [3500 character limit]**

Briefly describe the project that is the subject of your EOI application.

In responding to this criterion, a strong application will provide:

- a description of the proposed works – noting that plans/detailed proposals are not required for this Stage One EOI
- the geographic location and a description of the proposed site
- evidence of tenure over the proposed premises/site (where available) or details of the process that will be undertaken to secure tenure
- if funds are sought for replacement infrastructure, provide details of the existing facility, including when it was built, and the reasons for seeking its replacement.

Along with your EOI application you must complete the indicative activity budget (template on GrantConnect) outlining the anticipated costs of the project. The indicative activity budget does not count towards the word/character limit for this criterion. Other required attachments can be found in 7.2.1.

### **EOI Assessment Criterion 2: Why is your project needed? [3500-character limit]**

Demonstrate how your Organisation and the proposed project will improve and sustain equitable access and participation of women and girls in sport and physical activity in your community/communities.

In responding to this criterion, a strong application will detail:

- the population for which services are provided that will benefit from this project (for example, the local population of women and girls disaggregated by priority populations)
- the current infrastructure related issues that discriminate and create barriers to attracting and retaining women and girl participants
- why this project is considered the best option to address local need and how this need has been assessed.

### **EOI Assessment Criterion 3: Why you believe your organisation should get funded to deliver this project [3500 character limit]**

Demonstrate how the proposed project is an efficient use of grants funds in achieving Grant Opportunity outcomes.

In responding to this criterion, a strong application will detail:

- why grant funding is necessary for the project to be delivered
- why you are the best-placed organisation to lead this project, including evidence of community support, such as endorsement and engagement with local entities, and your connection to fostering women and girls' activity
- any co-contributions or cost saving measures you are bringing to the project – whether from reserves or other sources of funding (such as other government grants or sponsorship) or volunteer contributions
- how your organisation has sufficient staffing and/or access to other resources to identify and manage key risks, undertake the proposed work and deliver this project for a sustained benefit.

## 6.2 Stream 1: Facilities: Stage Two – Grant Application

Applications for Stage Two are by invitation only, based on your Stage One EOI application.

If invited to submit an application under Stage Two, you must address the following assessment criteria in your grant application. These require more detail than provided in your EOI and you will be asked to provide evidence to support your answers.

You must address all of the following assessment criteria in the application. All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes character limits.

We will only award funding to applications that score Average/Good/Excellent against all assessment criteria, in the first instance (see Section 8.2.1).

### **Assessment Criterion 1: Alignment with Grant Opportunity Objectives [6000 character limit]**

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described in Section 2 – About the Program. You should demonstrate this through identifying:

- how the activities proposed in your application align with the grant opportunity's objectives and outcomes, supported by available data, such as [AusPlay](#)
- your understanding of local women and girls' unmet need in sport and physical activity
- your meaningful engagement with local women and girls
- how your proposed activities can address and reduce discrimination, inequality and barriers for women and girls to access, participate and remain engaged in sport and physical activity at a local level, with a focus on priority populations
- how your proposed activities can promote safe, inclusive, equitable and sustained access for women and girls to participate in sport and physical activity at a local level, with a focus on priority populations
- how you have understood women and girls' requirements and preferences for sport and physical activity facilities and good practice approaches to address these
- how your proposed activities demonstrate value for money.

### **Assessment Criterion 2: Organisational capacity and project viability [6000 character limit]**

Describe your organisation's capability to administer the grant activity. You should demonstrate this through identifying:

- details of your organisation's relevant experience, skills, adequate infrastructure and resources to successfully implement and manage proposed grant activities. This may include reference to organisational capability as identified by the Australian Sports Commission's [Game Plan](#) platform
- the viability of the project in terms of long-term impact and commitment to women and girls' participation in sport and physical activity
- how your organisation will sustain the project and its impact on supporting women and girls beyond the funding period
- how your organisation will measure and evaluate impact during and beyond the funding period.

Along with your response to this criterion you must complete the activity work plan, activity budget (inclusive of construction quotes) and risk management plan (templates on GrantConnect). These attachments do not count towards the character limit for this criterion.

If a consortium is delivering this grant application, provide detail of the consortiums capacity to administer programs in an efficient, outcome focussed manner and your experience working and communicating with the other participating organisations.

### **Assessment Criterion 3: Inclusion [3500 character limit]**

Describe how your organisation, if successful in your grant application, will address discrimination and inequality, drive gender equality in sport and physical activity at the community level.

In providing your response to this criterion you should include, but are not limited to:

- your organisation's policies, procedures and strategies that reflect:
  - fair and equitable access (e.g. facility schedules that include all training and competition times)
  - commitment to gender equity at all levels of the organisation
  - inclusion
  - cultural competency in working with First Nations peoples and communities
  - member protection
  - safeguarding
  - anti-discrimination, and
  - harassment
- your organisation's (and/or partnership's and/or consortia's) existing connection to, understanding of, and commitment to women and girls.

### **Assessment Criterion 4: Strategic alignment and engagement [3500 character limit]**

Describe how your grant activity aligns with local and national policies and programs and how your organisation will engage with key stakeholders.

In providing your response to this criterion you should include, but are not limited to:

- how your organisation/consortium can ensure effective delivery of the grant objectives and outcomes
- your organisation's/consortium's strategies to:
  - work with local government and the community, and
  - identify, engage and collaborate with relevant stakeholders
- how your proposed activity will complement and/or amplify, and not duplicate, existing local initiatives
- how your proposed activity aligns with local and other strategic plans, including for instance, measures associated with the National Agreement on Closing the Gap<sup>10</sup> and National Strategy to achieve gender equality<sup>11</sup>.

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<sup>10</sup> [National Agreement on Closing the Gap | Closing the Gap](#)

<sup>11</sup> <https://www.pmc.gov.au/office-women/national-strategy-achieve-gender-equality>

## 6.3 Stream 2: Participation and Equipment

Stream 2 (Participation and/or Equipment) applications do not have an EOI process and will occur in a single stage. Projects may be funded from any single financial year. Project delivery may occur over a single or multi-year basis. In either case, your funding request cannot exceed the maximum amount (\$1,000,000) permitted per application.

You must address all of the following assessment criteria in the application. All criteria have equal weighting.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

The application form includes character limits.

We will only award funding to applications that score Average/Good/Excellent against all assessment criteria, in the first instance.

### **Assessment Criterion 1: Alignment with Grant Opportunity Objectives [6000 character limit]**

Describe how the grant activity contributes to the objectives and outcomes of the grant opportunity as described in Section 2 – About the Program. You should demonstrate this through identifying:

- how the activities proposed in your application align with the grant opportunity's objectives and outcomes, supported by available data, such as [AusPlay](#)
- your understanding of local women and girls' unmet need in sport and physical activity
- your meaningful engagement with local women and girls
- how your proposed activities can address and reduce discrimination, inequality and barriers for women and girls to access, participate and remain engaged in sport and physical activity at a local level, with a focus on priority populations
- how your proposed activities can promote safe, inclusive equitable and sustained access for women and girls to participate in sport and physical activity at a local level, with a focus on priority populations
- the activities long term-impact on women and girls' participation in sport and physical activity
- how you have understood women and girls' requirements and preferences for sport and physical activity equipment/participation programs and best practice approaches to meet these
- how your proposed activities demonstrate value for money.

### **Assessment Criterion 2: Organisational capacity and project viability [6000-character limit]**

Describe your organisation's capability to administer the grant activity. You should demonstrate this through identifying:

- details of your organisation's relevant experience, skills, adequate infrastructure and resources to successfully implement and manage proposed grant activities (this may include reference to organisational capability as identified by the Australian Sports Commission's [Game Plan](#) platform)
- how your organisation will sustain the project and its impact on supporting women and girls beyond the funding period
- how your organisation will measure and evaluate impact during and beyond the funding period.

Along with your response to this criterion you must complete the activity work plan, activity budget and risk management plan (templates on GrantConnect). These attachments do not count towards the character limit for this criterion.

If a consortium is delivering this grant application, provide detail of the consortiums capacity to administer programs in an efficient, outcome focussed manner and your experience working and communicating with the other participating organisations.

### **Assessment Criterion 3: Inclusion [3500-character limit]**

Describe how your organisation, if successful in your grant application, will address discrimination and inequality, and drive gender equality in sport and physical activity at the community level.

In providing your response to this criterion you should include, but are not limited to:

- your organisation's policies, procedures and strategies that reflect:
  - fair and equitable access (e.g. facility schedules that include all training and competition times)
  - commitment to gender equity at all levels of the organisation
  - inclusion
  - cultural competency in working with First Nations peoples and communities
  - member protection
  - safeguarding
  - anti-discrimination, and
  - harassment
- your organisation's (and/or partnership's and/or consortia's) existing connection to, understanding of, and commitment to women and girls.

### **Assessment Criterion 4: Strategic alignment and engagement [3500-character limit]**

Describe how your grant activity aligns with local and national policies and programs and how your organisation will engage with key stakeholders.

In providing your response to this criterion you should include, but are not limited to:

- how your organisation/consortium can ensure effective delivery of the grant objectives and outcomes
- your organisation's/consortium's strategies to:
  - work with local government and the community, and
  - identify, engage and collaborate with relevant stakeholders
- how your proposed activity will complement and/or amplify, and not duplicate, existing local initiatives
- how your proposed activity aligns with local and other strategic plans, including for instance, measures associated with the National Agreement on Closing the Gap<sup>12</sup> and National Strategy to achieve gender equality<sup>13</sup>.

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<sup>12</sup> [National Agreement on Closing the Gap | Closing the Gap](#)

<sup>13</sup> <https://www.pmc.gov.au/office-women/national-strategy-achieve-gender-equality>

## 7. How to apply

Before applying, you must read and understand all documents and information relating to this grant opportunity found on [GrantConnect](#). Any alterations and addenda<sup>14</sup> will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information, however the department takes no responsibility if a registered user fails to become aware of any addendum notices or of other published material. Registered users are encouraged to regularly check GrantConnect for updates.

You can only submit one application for this grant opportunity per Stream. If more than one application is submitted, the application submitted latest, and within closing time and date, will progress to the next stage.

We will not provide application forms or accept application submissions for this grant opportunity by email.

If you need assistance with the application process, submitting an application, have any technical difficulties or find an error in your application after submission but before the closing date and time, you should contact us via email [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

The department does not have to accept any additional information, or requests from you to correct your application after the closing time. If you find an error in your application after submitting it, you should contact us immediately at [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

If we find an error or information that is missing, we may ask for clarification or additional information from you. However, we can decline to accept any additional information from you that would materially alter your submission after the application closing time. However, we may ask you to consider a reduced amount or scope as part of the assessment process.

You should keep a copy of your application and any supporting documents. You will receive an automated email notification acknowledging the receipt of your application. If you do not receive a confirmation email within 48 hours, contact the department at [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

### 7.1.1 Stream 1: Facilities

To apply, you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the *Stage One EOI Form* on GrantConnect
- be invited to apply for Stage Two application
- complete the application form sent in your invitation email
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and

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<sup>14</sup> Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.



- submit your application by the closing date and time using the **Stream 1 Online Application Form** sent to you in your invitation email.

### 7.1.2 Stream 2: Participation and Equipment

To apply you must:

- read all available documentation about the grant opportunity provided on GrantConnect
- complete the application form on GrantConnect
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time using the **Stream 2 Online Application Form** document on GrantConnect.

## 7.2 Attachments to the application

All of the following documents must be attached to your application for it to be considered compliant and for it to proceed to assessment. Templates are provided on GrantConnect with the grant opportunity documents where applicable.

We require the following documents with your application:

### 7.2.1 Stream 1: Stage One: EOI attachments

We require the following documents with your Stage One EOI application:

- proof of entity type
- bank verification<sup>15</sup> (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.)
- an indicative activity budget
- letter of agreement from facility and landowner to all aspects of proposal (e.g. support for equity, access and sustainability measures)
- evidence, such as a letter or funding agreement, of any other funding sources (co-contributions) for the same initiative as this grant opportunity.

### 7.2.2 Stream 1: Stage Two: Grant Application attachments

- proof of entity type
- bank verification<sup>16</sup> (acceptable forms of verification include a recent bank statement, issued in the last 6 months, in a non-editable format. The bank account must be in the name of the organisation applying for funding. The transaction details and balances can be hidden but the BSB, Account Number and Account Name must be visible.)
- unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation

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<sup>15</sup> You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

<sup>16</sup> You may be contacted by the Community Grants Hub seeking additional information to support the verification of your bank account details.

- equitable access policy/plan/strategy
- letter of agreement from facility and landowner to all aspects of proposal (e.g. support for equity, access and sustainability measures)
- evidence of any other funding sources (co-contributions) for the same initiative as this grant opportunity (if not already supplied or has changed since Stage One)
- letter(s) of support (if applying through a consortium). Letters should be scanned together and uploaded as a single document
- activity work plan
- activity budget which includes the proposed financial year funding allocation sought, co-contribution amounts and sources, construction quotes, and whole-of-lifecycle costs
- risk management plan.

### **7.2.3 Stream 2: Application attachments**

- proof of entity type
- unincorporated organisations are to provide proof of entity type by their 'legal parent' organisation
- equitable access policy/plan/strategy
- evidence of any other funding sources (co-contributions) for the same initiative as this grant opportunity
- letter(s) of support (if applying through a consortium). Letters should be scanned together and uploaded as a single document
- activity work plan
- activity budget which includes the proposed financial year funding allocation sought, co-contribution amounts and sources, and whole-of-lifecycle costs
- risk management plan.

If you do not attach the requested documents, your application may not progress further in the process.

You must attach supporting documentation to your application in line with the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments that we do not request.

## **7.3 Joint (consortium) applications**

We recognise that some organisations may want to join as a group to deliver a grant activity. In these circumstances, you must appoint a lead organisation. Please note that lead organisations of consortiums cannot submit a separate application.

Only the lead organisation can submit the application and enter into a grant agreement with the department. The application must identify all other members of the proposed group. The lead organisation must have the authority to submit an application on behalf of the group. The grant agreement will outline the lead organisation's obligations with regard to the group members.

The lead organisation must fulfil the eligibility requirements, but it is not a requirement of other members of the group. This is with the exception that all members of the consortium must not be included on the;

- [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme', or



- [Workplace Gender Equality Agency website](#) on the non-compliant list.

If your application is successful, you must have a formal arrangement in place with all parties prior to execution of the agreement in the form of a letter of support.

The department will request copies of each letter of support prior to execution of the grant agreement.

Each letter of support should include:

- details of partner organisation(s)
- an overview of how the partner organisation will work with the lead organisation, and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise the partner organisation(s) will bring to the group
- the roles/responsibilities of the partner organisation(s) and the resources they will contribute (if any)
- outline how partner organisation(s) will demonstrate to the lead organisation that they comply with all Australian law relating to employing or engaging people who work or volunteer with children, in line with the Commonwealth Child Safe Framework, and
- details of a nominated management level contact officer.

Where you have multiple letters, they should be scanned together and uploaded as a single attachment.

## 7.4 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

If you are successful, we expect you will be able to commence your grant activities within the financial year you have received funding for.

### 7.4.1 Stream 1: Facilities

Table 4: Expected timing for this grant opportunity

Activity	Expected Timeframe
EOI opens on GrantConnect	[6] weeks
Assessment of Stage One EOI	[4] weeks
Outcomes of EOI process	[2] weeks
Preparation and submission of Stage Two grant application (invited applicants only)	[6] weeks
Assessment of Stage Two applications	[6] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[1-4] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	10/2024
End date of grant activity or agreement	30/06/2027

*Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.*

## 7.4.2 Stream 2: Participation and Equipment

Table 5: Expected timing for this grant opportunity

Activity	Expected Timeframe
Open on GrantConnect	[6] weeks
Assessment of applications	[6] weeks
Approval of outcomes of selection process	[4] weeks
Negotiations and award of grant agreements	[1-4] weeks
Notification to unsuccessful applicants	[2] weeks
Anticipated start date of grant activity	08/2024
End date of grant activity or agreement	30/06/2027

*Note: the above timeframes are indicative only and will depend on the number and quality of applications throughout the submission period. Missing/incorrect information within applications may cause delays during the assessment process.*

## 7.4.3 Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control, and/or
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

Applicants seeking to submit a late application will be required to submit a late application request via email to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au) with "Late Application Request - GOXXXX" in the subject line.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

The assessment committee Chair or their appointed representative will determine whether a late application will be accepted. Once the outcome is determined, the department will advise the applicant if their request is accepted or declined.

## 7.5 Questions during the application process

If you have questions relating to the grant, technical issues or process during the application period, contact [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au). The department will respond to emailed questions within five working days.

Questions close at 5.00pm (Canberra time) five business days before the application period closes. This allows a reasonable period for the department to respond with information that

applicants can consider for their application. The department will continue to assist with technical related enquiries regarding the submission of applications beyond the question close deadline.

Requests for clarification may form the basis of a response that will be posted on the [GrantConnect](#) website in the Frequently Asked Questions document relating to this grant opportunity. All questions will be de-identified. Registered applicants will be notified of updates to the documents via email from the GrantConnect website.

**The department cannot assist you to address assessment criteria, determine eligibility or complete your application.**

## 8. The grant selection process

### 8.1 Assessment priorities

The following will be favourably considered during assessment where relevant data, demographic detail, evidence and documentation are provided.

Projects that:

- demonstrate local need and how the grant activity will deliver outcomes to the people and in the places with the greatest need (e.g. priority populations)
- use the latest research and evidence for creating welcoming and inclusive spaces for women and girls
- support broader equity goals, including across leadership and employment in organisations (for example, growing the proportion of women involved in leadership and delivery of programs, First Nations employment)
- include a co-contribution(s) to the total project costs by the eligible organisation or other funding sources (e.g. state or territory or local government grants)
- will have direct and enduring impact on women and girls' access to and participation in sport and physical activity (for example, a sustained increase in participation numbers or demonstration of how funding would address a lack of capacity or circumstances which limit increasing access to participation)
- are advanced in planning and obtaining the required development and building approvals to complete the proposed project.

Organisations that can:

- demonstrate evidence of a commitment to, and/or progress towards broader systemic changes that aim to:
  - achieve gender equality
  - enhance the inclusion of all women and girls, and
  - foster a safe and welcoming environment for all women and girls
- demonstrate an existing connection to, and understanding of, the target population of women and girls, or partner with an organisation that does. For example:
  - child safe organisations
  - cultural organisations, and
  - Aboriginal Community Controlled Organisations
- Commitment to engaging with women and girls in project design and delivery

- Demonstrate completion of relevant modules from the Australian Sports Commission's [Game Plan platform](#) (for example, one focused on women and girls).

## 8.2 Assessment of grant applications

### 8.2.1 Stream 1: Facilities: Stage One – EOI

For Stream 1 you first submit an EOI. We review your EOI against the eligibility criteria in Section 4 of these guidelines. Only eligible applications will move to the next stage of assessment.

We will then assess your application against the EOI assessment criteria (see Section 6.1) using a 10-point numerical scoring scale (Table 6 below). We consider your application on:

- how well your application meets the criteria
- how it compares to other applications, and
- whether your application provides value with relevant money.<sup>17</sup>

We will rate your application using the Assessment Criteria Scoring Matrix.

Table 6: Assessment Criteria Scoring Matrix

Rating (for individual criterion)	Score
<b>Excellent</b> – response to this criterion, addresses all criterion including all sub-criteria, provision of data, evidence and documentation that exceeds expectations.	9-10
<b>Good</b> – response to this criterion, addresses all or most sub-criteria to a higher-than-average standard.	7-8
<b>Average</b> – response to this criterion, meets most sub-criteria to an average but acceptable level.	5-6
<b>Poor</b> – poor claims against this criterion but may meet some sub criteria.	2-4
<b>Does not meet criterion at all</b> – response to this criterion does not meet expectations or, insufficient or no information provided to assess this criterion.	0-1

A score out of 10 will be applied to each of the 3 EOI assessment criteria. A total of 30 is the highest score any application can receive.

Only applications that score Average or above against each of the 3 EOI assessment criteria (based on the above rating scale) will be invited to apply to be considered eligible for Stage Two.

### 8.2.2 Stream 1: Facilities: Stage Two – Grant Application

Applications for Stage Two are by invitation only, based on your Stage One EOI application. If invited to, you submit a grant application. We will assess that application against the assessment criteria at Section 6.2 using a 10-point numerical scoring scale (Table 6 above) and compare it to other applications. When assessing the extent to which the application represents value with money<sup>18</sup>, we will have regard to:

<sup>17</sup> See Glossary for the definition of 'relevant money'.

<sup>18</sup> See Glossary for the definition of 'value with money'.

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals, where there is the greatest need.

### **8.2.3 Stream 2: Participation and Equipment**

You submit a grant application for Stream 2. We will assess that application against the assessment criteria at Section 6.3 using a 10-point numerical scoring scale (Table 6 above) and compare it to other applications. When assessing the extent to which the application represents value with money<sup>19</sup>, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the extent to which the geographic location of the application matches identified priorities, and
- how the grant activities will target groups or individuals, where there is the greatest need.

## **8.3 Who will assess applications?**

The department will establish an assessment team to review applications against the eligibility criteria and assessment criteria. An assessment committee will be established to conduct a merit ranking and value for money assessment.

The assessment team and the assessment committee will be made up of staff within the Office for Sport Division of the department and may include personnel from other areas of the department and from outside of the department, as appropriate.

We may ask external experts/advisors to inform the assessment process, including the Play Our Way Expert Advisory Panel. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The assessment committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you that is available through the normal course of business.

The assessment committee recommends to the Decision Maker which Stream 1 EOIs are to progress to Stage Two, and which applications to approve for grant funding. Whole or partial funding may be recommended.

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<sup>19</sup> See Glossary for the definition of 'value with money'.

## 8.4 Who will approve grants?

The Secretary, Department of Health and Aged Care (the Decision Maker) decides which Stream 1 EOIs are to progress to Stage Two and which grant(s) across both Streams to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant opportunity.

The Decision Maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

There is no specific appeal mechanism established for decisions to approve or not approve an application for the grant opportunity.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

We will publish general feedback relating to this grant opportunity on the Department of Health and Aged Care website <https://www.health.gov.au/topics/sport> within 30 days of the outcome being finalised.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the whole-of-government grant agreement templates in this program and will select the most appropriate depending on the size and complexity of your grant activities.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on the [Department of Finance's website](#). We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk. You must not start any grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the Decision Maker. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 20 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Decision Maker.



## 10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

### 10.2.1 Stream 1: Facilities

- [Australian Government Building and Construction WHS Accreditation Scheme \(WHS Scheme\)](#).

Where the Australian Building Code or WHS Accreditation Scheme applies, an accredited builder must undertake construction activity as specified under the Australian Building Code and WHS Accreditation Scheme.

### 10.2.2 Stream 2: Participation and Equipment

- Commonwealth Child Safe Framework
- Annual police checks
- Working With Vulnerable People checks
- Working with Children Check

To be eligible for a grant, you must declare in your application that you comply with these requirements.

You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

The grant agreement will include a clause on child safety which binds your organisation to implement the National Principles for Child Safe Organisations and other actions for the safety of children. More information is available at: [National Principles for Child Safe Organisations | National Office for Child Safety](#).

### 10.2.3 The Multicultural Access and Equity Policy

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners – are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

### 10.2.4 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the [Commonwealth Child Safe Framework \(CCSF\)](#).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause will be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children, and/or

- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement or notified to the successful applicant prior to execution of the grant agreement.

Irrespective of the child safety obligations in the grant agreement, you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

#### **10.2.5 National Redress Scheme**

The [National Redress Scheme](#) for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse that do not join the Scheme, ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.

#### **10.2.6 Workplace Gender Equality Act 2012**

The Australian Government has a commitment to effectively support cultural change in Australian workplaces and drive improved gender equality outcomes. Requirements have been implemented for fairer and more consistent measures to ensure the Government deals with organisations who comply with the [Workplace Gender Equality Act 2012](#) (the WGE Act).

Applicants may need to satisfy a requirement to be compliant with the WGE Act.

Applicants with 100 or more employees who are registered with the Workplace Gender Equality Agency (WGEA) and have been issued with a compliance letter are eligible to apply for a grant.

Applicants with 100 or more employees who are not registered with WGEA will need to register to be issued with a compliance letter prior to applying for a grant.

Applicants with less than 100 employees across their entire structure are not required to submit a report to WGEA; however, you are required to complete the registration form on the login page of the [WGEA Portal](#). WGEA will use the details provided in the registration form to issue your organisation with a tender letter, which must be attained prior to applying for a grant.

For your grant application to be deemed compliant:

- your organisation must not be included on the WGEA website on the non-compliant list, or
- you must be able to provide your compliance or tender letter to the department if and when requested.

If you are unable to provide your compliance or tender letter and appear on the non-compliant list, you will be deemed non-compliant and withdrawn from the grant process.

More information regarding reporting requirements can be found at the [Workplace Gender Equality Agency website](#).



### 10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement.

### 10.4 Grants Payments and GST

Payments will be GST Exclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by section 5.3 of the [CGRGs](#).

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activity or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details, and
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

#### 12.1.1 COVID-19

As a result of COVID-19, organisations may need to identify alternative methods of grant activities/service delivery. The department will support flexibility in the delivery of planned activities/services to enable contracted organisations to adapt to the changing environment.

The department will be considered in its approach to reporting over this time and be flexible in reporting requirements under the terms of the Schedule.

## **12.2 Reporting**

You must submit reports in line with the grant agreement. We may provide sample templates for these reports as appendices in the grant agreement.

The amount of detail you provide in your reports should be relative to the size, complexity and grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### **12.2.1 Stream 1: Facilities**

There is an additional requirement to provide ongoing reporting on construction activity following the execution of a grant agreement.

## **12.3 Financial reporting**

You must submit financial reports in line with the grant agreement.

We will ask you to report on the expenditure of the grant using a financial declaration and/or an income and expenditure statement and/or an audited income and expenditure statement.

## **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager (FAM) listed on the agreement.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## **12.5 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## **12.6 Record keeping**

We may also inspect the records you are required to keep under the grant agreement.

## **12.7 Evaluation**

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview or survey you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to three years after you finish your grant for more information to assist with this evaluation.

## **12.8 Acknowledgement**

The Australian Government logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

*'Play Our Way – An Australian Government initiative'.*

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

*'This activity received grant funding from the Australian Government.'*

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the CGRGs.

These guidelines may be amended periodically by the department. When this happens, the revised guidelines will be published on GrantConnect.

### 13.1 Enquiries and feedback

The department's [Complaint Handling Process](#) applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [Grant.ATM@health.gov.au](mailto:Grant.ATM@health.gov.au).

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the relevant Commonwealth entity.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [Home - Commonwealth Ombudsman](#)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department's staff, any member of a committee, an advisor, and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, and
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Australian Public Service Commission's website](#).

### 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information, and
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* (the Act) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

### 13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time require you to arrange for you, your employees, agents or subcontractors to give a written undertaking relating to non-disclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive, and
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and/or
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to documents held by Australian Government entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. Access may be refused if a document contains “exempt” material, such as commercially valuable information or the personal or business information of a third party.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:       Freedom of Information Coordinator  
                     *FOI Unit*  
                     *Department of Health and Aged Care*  
                     *GPO Box 9848*  
                     *CANBERRA ACT 2601*

By email:      [foi@health.gov.au](mailto:foi@health.gov.au)

## 14. Consultation

Applicant information sessions may occur following the release of these Guidelines. Further information will be made publicly available via media release, updates on Grant Connect and at <https://www.health.gov.au/topics/sport>.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings
commencement date	the expected start date for the grant activity
Commonwealth Child Safe Framework	in response to the Royal Commission into Institutional Responses to Child Sex Abuse, the Australian Government has introduced the <a href="#">Commonwealth Child Safe Framework (CCSF)</a> , a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<i>Commonwealth Grants Rules and Guidelines 2017 (CGRGs)</i>	establish the Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. The <a href="#">CGRGs</a> contain the key legislative and policy requirements and explain the better practice principles of grants administration
completion date	the expected date that the grant activity must be completed, and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who makes a decision to award a grant. For this grant opportunity it is the Secretary of the Department of Health and Aged Care
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>under which relevant money<sup>20</sup> or other <a href="#">Consolidated Revenue Fund (CRF)</a> money<sup>21</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ol>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program
grantee / grant recipient	the individual/organisation which has been selected to receive a grant
intersectional disadvantage	refers to the experience of overlapping forms of discrimination or disadvantage based on attributes such as Aboriginality; age; disability; ethnicity; gender identify; race; religion; and sexual orientation.

<sup>20</sup> Relevant money is defined in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), chapter 1, section 8 Dictionary.

<sup>21</sup> Other CRF money is defined in the PGPA Act. See section 105 Rules in relation to other CRF money.



Term	Definition
National Redress Scheme	the <a href="#">National Redress Scheme</a> for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy came into effect on 1 January 2021.
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Priority populations	refers to women and girls who face disadvantage, such as those who: <ul style="list-style-type: none"> <li>• are culturally and linguistically diverse</li> <li>• are First Nations peoples</li> <li>• live with disability</li> <li>• reside in regional, rural and remote areas (<a href="#">MMM3-7<sup>22</sup></a>)</li> <li>• reside in a low socioeconomic area and/or</li> <li>• identify as belonging to the LGBTIQ+ community.</li> </ul>
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)	the <a href="#">PGPA Act</a> establishes a system of governance and accountability for public resources with an emphasis on planning, performance and reporting. It applies to all Commonwealth entities and Commonwealth companies.
relevant money	a. money standing to the credit of any bank account of the Commonwealth or a corporate Commonwealth entity; or b. money that is held by the Commonwealth of a corporate Commonwealth entity.
Safe/safety	refers to all aspects of safety embedded into all aspects of the activity(s), including cultural, personal/physical, emotional/mental, and industrial/professional safety.
selection criteria	comprise eligibility criteria and assessment criteria

<sup>22</sup> The Modified Monash Model (MMM) is how we define whether a location is metropolitan, rural, remote or very remote. See, for example: <https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm>.



Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources, and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities</li> <li>• fitness for purpose of the proposal in contributing to government objectives</li> <li>• that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and</li> <li>• the potential grantee’s relevant experience and performance history.</li> </ul>
women and girls	<p>These guidelines take a broad, inclusive approach to ‘women and girls’. It recognises that individuals may identify and be recognised within the community as the gender other than the sex they were assigned at birth, or as a gender which is not exclusively male or female and that there is diversity in our bodies, sex characteristics, sexualities and gender identities. Although the terminology used throughout the guidelines generally refers to women and girls, this is not intended to exclude females with diverse sexualities, intersex women and women with a transgender experience. Where appropriate and when describing the needs of lesbian, bisexual, transgender and intersex Australians, the guidelines adopt the acronym LGBTIQA+. It is acknowledged, however, that this acronym does not describe a single category of people but rather communities of sometimes overlapping but distinct groups. Where the acronym LGBTIQA+ is used, it is with a sensitivity to the diverse needs it represents.</p>